

## CHAPTER 8

# MATERIAL CONTROL

The Naval Aviation Maintenance Program (NAMP) describes policies, procedures, and responsibilities at all levels of aviation maintenance. It is the basic document and authority governing the management of all aviation maintenance. It is sponsored and directed by the Chief of Naval operations (CNO).

The NAMP provides an integrated system for performing equipment maintenance and all related support functions. The support functions described in the NAMP include material control. On 26 October 1959, the CNO established the NAMP, and the Chief of the Bureau Of Aeronautics implemented it. On 1 January 1965, the Navy Maintenance and Material Management (3M) System was introduced. This system is what we know now as AV-3M. The 3M System provided maintenance data collection and man-hour and aircraft accounting systems as part of the NAMP. In January 1968, the VNO noted that the major implementing directives of the NAMP needed revision to ensure a cohesive and command-oriented publication. The directives were consolidated into a single family of documents. The result was OPNAVINST 4790.2, issued in July of 1970. Several revisions of the OPNAVINST 4790.2 followed to continually upgrade readiness and safety standards established by the CNO.

The contents of the NAMP provides information for all parts of aviation maintenance. It describes what to do, when to do it, where it will be done, and who is to do it. All aviation activities base their policies, plans, programs, and procedures on the NAMP. Whenever the Navy accepts a new model aircraft, it is expected that these aircraft fill a specific need for a given length of time. The purpose and mission of the aircraft are the basis for planning the requirements to support them. These include personnel, facilities, and material requirements. For this reason, all personnel associated with naval aircraft need to become familiar with the NAMP.

The Naval Aviation Logistics Command Management Information System (NALCOMIS) is an integrated, on-line, real-time system. NALCOMIS is designed to collect, store, process, and distribute data according to NAMP procedures by using a computer system. The computer terminals, magnetic tape drives,

and communications net work are the devices used to enter data in NALCOMIS. The terminals are the primary input devices because of the on-line and interactive nature of the system. Terminals are available for data input by system users with proper access authorization. A valid password is required as an input to sign on to NALCOMIS. An authorized user will be able to sign on from any terminal within the NALCOMIS environment. NALCOMIS will process the passwords in such a way that it recognizes the user signing on and the user's assigned organization, work center, and special maintenance qualification (SMQ). A user will be assigned only one password. The SMQ assigned to each person determines his/her ability to access a specific NALCOMIS conversation. Once a user is allowed access to a conversation, the user's SMQ and detailed maintenance qualifications will control data modifications at the data element level in NALCOMIS. After signing on to NALCOMIS, the user will be allowed to access most of the data base by selecting an inquiry option on a menu and providing any necessary key prompt information.

NALCOMIS can provide data either by screen display, a hardcopy report, or external interface record. The information displayed on a screen in response to a user's input will be provided only if the user has the necessary SMQ to perform the transaction. Only authorized users will be allowed to request a report to be printed. The external interface records are automatically generated upon successful completion of the related transaction.

Potential users should attend the appropriate training class(es) prior to receiving access to NALCOMIS.

This chapter describes the procedures according to OPNAVINST 4790.2 (series). It also contains basic information about the NALCOMIS.

Aviation Storekeepers are responsible for providing parts, equipments, and materials needed by maintenance. The AK accomplishes this through the material control of a squadron or intermediate maintenance activity (IMA). The *AIRMAN* training manual describes the organization of the aircraft

maintenance departments. You should be familiar with the functions of the entire maintenance department.

## **MATERIAL CONTROL RESPONSIBILITIES**

Within maintenance organizations, the material control centers (MCCs) are the contact point for parts and material requirements. The material control coordinates these requirements with the supporting supply activity. This activity may be the aviation support division or aviation stores division (ASD) of the supply department.

Material control centers (MCCs) are functional areas within the maintenance organizations. It is tasked with the following:

- Ensuring that maintenance requirements for parts and material are forwarded to ASD in a timely and continuous manner.
- Ensuring that parts and material received are expeditiously routed to applicable work centers and not allowed to accumulate.

It is the responsibility of the material control center to coordinate material ordering, receipt and delivery. This is done to ensure the material ordered is the material required, and that it reaches the work center within the specified time frame. The following text describes how the MCC provides material support to the maintenance organization.

- Establishing delivery and pickup points for material as mutually agreed on by supply and the aircraft maintenance officer.
- Maintaining liaison with the supporting ASD on maintenance material matters to ensure the material needs of the organization are satisfied.
- Preparing documents for material required for operational support of weapons systems. Some examples of required material are aviation fuel, lube oil, flight clothing, and general supplies.
- Furnishing technical advice and information to the supply activity on the identity and quantity of supplies, parts, and materials.
- Establishing procedures to ensure proper operation of toolrooms and the performance of tool inventories.
- Ensuring surveys are prepared in the event of loss, damage, or destruction of accountable material.

- Keeping maintenance control advised of the overall supply situation and its effect on maintenance.

- Performing memorandum operating target (OPTAR) funding, accounting, charting, and budgeting of costs.

- Maintaining accountability of material and equipment on custody.

- Maintaining inventory control of authorized allowances of material listed in the individual material readiness list (IMRL) and authorized allowance lists.

- Validating Not Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) requisitions daily. Maintaining current NMCS/PMCS status records by aircraft bureau number.

- Performing aircraft inventory upon receipt or transfer of an aircraft. The inventory may be performed with technical assistance from others. Ensuring inventory log entries are made and shortage listings are prepared and forwarded to maintenance control for inclusion into the aircraft inventory record (AIR).

- Maintaining control/records to ensure turn-in of defective repairable components within established time frames.

**NOTE:** When using a VIDS/MAF to turn in a defective component, enter the same document number used to requisition the replacement item.

## **ORDERING PARTS AND MATERIAL**

Work centers and support areas forward requests for parts and material to MCC. These may be material required in support of weapons systems maintenance or administrative areas. These are known as direct and indirect support requirements. Direct support consists of MAF-related material requirements needed to complete a maintenance action. Indirect support consists of material requirements NOT related to the maintenance action form (MAF). The MCC is responsible for entering the data listed in the following text in the material control register.

**NOTE:** For activities using the NALCOMIS system, refer to the user's manual for procedures.

- Enter the ORGANIZATION CODE in the register. This is a three-character, alphanumeric code that identifies an organization. It identifies the organization that originally assigned the JCN to a maintenance action. In case of transient aircraft, the JCN will contain the organization code of the aircraft

controlling custodian. The *3M Aviation Organization Code Master Listing*, NAMS0 4790.A7065-01, provides a complete listing of these codes. The first character of the organization code identifies the major command. The second and third characters identify specific units within the major command. Refer to the NAMP, volume V, appendix K for more information on organization code structuring.

- Enter the **JOB CONTROL NUMBER (JCN)** in the register. The JCN is a 9-, 10-, or 11-character alphanumeric code that serves as the base for the maintenance data report (MDR) and control procedures. The JCN allows for separate identification of each maintenance action. Also, it provides a link with the maintenance actions performed by the intermediate maintenance activity (IMA) in support of an activity or an O-level maintenance discrepancy. The JCN consists of four parts. They are the organization code, date, serial number, and suffix. The paragraph above describes the organization code. The date is the last three digits of the Julian date. This is the date the JCN was assigned to a maintenance action. It does not necessarily reflect the date when the work started. The serial number maybe a three-digit number that runs sequentially from 001 to 999. Also, it maybe three alphanumeric characters. This number is used in sequence for each new job initiated. After using serial 999, the next number in sequence will be 001. The alphanumeric characters are used only when documenting inspections other than preflight, postflight, turnaround, daily, special, conditional, corrosion, and acceptance/transfer. This element may be omitted for initial issues and issues from pre-expended bins.

- Enter the **TYPE EQUIPMENT CODE (TEC)** that describes the end item on which the work is being performed. This is a four-character code that identifies the end item or category of equipment. Refer to the NAMP, volume V, appendix Q, for additional information about this code.

- Enter the **BUREAU or SERIAL NUMBER** of the equipment or item being worked on. If the number is more than six digits, enter the last six. If it is less than six digits, prefix it with zeros to make six digits. This element maybe omitted, if not applicable.

- Enter the **WORK UNIT CODE (WUC)** that identifies the system, subsystem, or component. Refer to the WUC manual for specific aircraft type. The NAMP, volume V, appendix O, provides a list of general WUC. This element may be omitted for issues on technical directive compliance (RECTYP 64). Also, this

element may be omitted for initial issues and issues from pre-expended bins.

- Enter the **COMMERCIAL AND GOVERNMENT ENTITY (CAGE)** code. This element must contain the engine TEC in lieu of the CAGE when ordering engines. Cognizance symbol 4V identifies engines.

- Enter the **PART NUMBER** of the required item.

- Enter the **QUANTITY** needed to do the work

- Enter the **PROJECT CODE** assigned. NAVSUP P-437 and P-485 provide a list of project codes.

- Enter the proper **REQUISITION PRIORITY DESIGNATOR** according to OPNAVINST 4614.1 (series).

- When required, enter the **REQUIRED DELIVERY DATE (RDD)**.

- When needed, enter the **DELIVERY POINT**.

- Enter the **ADVICE CODE** when needed. An advice code is mandatory for repairable items.

- Enter the **DOCUMENT NUMBER** assigned from the requisition log.

Material for technical directive (TD) modifications are issued and accounted for based on the requirements stated on the TD. TD kits and government-furnished equipment (GFE) that complements these kits are budgeted and issued as NAVAIR-owned material. They are issued for onetime installation in specified equipment during fleet maintenance overhaul, repair, or modification programs. The Naval Aviation Maintenance Office (NAMO) assigns the kit identification numbers for TD kits and GFE. The purpose for assigning the kit number is for identifying, requisitioning, and reporting the items. The Aviation Supply Office (ASO) maintains the records and stock balances of the kits for NAMO on the master data file. The daily receipt and processing of transaction item reports (TIR) updates the master data file.

If available, use pre-expended bins (PEB) to get the required items. PEB consist of low-cost, frequently used, maintenance-related items. Items stocked in the PEB are already paid for. Issues made from PEB do not create a charge to a squadron's account. The value of material in the PEB is charged to the overhead of industrial-type activities. At other activities, the value is charged to the accounts chargeable. The purpose of the PEB is to shorten the issue and accounting procedures

for recurring issues of specific items. The supply response section (SRS) of ASD manages the PEB. MCC should review requests for consumable items against the PEB listing provided by the supporting supply activity.

## **Requisitioning**

In the process of ordering the items needed to support maintenance, MCC should perform the following:

- Receive requests from work centers or areas.
  - Log requirements in the material control register or log book.
  - Forward requirements to ASD by using requisition forms or by electronic means. Ensure the data on requisitions are correct. Refer to chapter 4 of this manual for requisitioning procedures.
- For activities using NALCOMIS, submit requisitions by using Conversation codes N601 or N602. Use Conversation code N601 for direct support (MAF-related) material requirements. Use N602 for indirect support (not related to MAF) material requirements.
- Enter the date and time in the register or log to reflect the exact time of submission to ASD. This time is required for determining the accurate timing for conducting follow-up inquiries.

When ordering a repairable component, the defective component must be available for simultaneous exchange upon delivery of the item. When ASD personnel pick up the defective component, you should obtain a signature as proof of turn-in.

Field-level repairable with assigned SM&R code PAOOO must be processed through the Aeronautical Material Screening Unit (AMSU) for disposition. The AMSU is part of the maintenance department.

In some instances, it is not feasible or advisable to remove repairable components until a replacement is in hand. The Consolidated Remain-In-Place List (CRIPL) identifies those items included in this group. The items listed in the CRIPL are the only authorized exceptions to the one-for-one exchange rule. OPNAVINST 4440.25 (series) describes the responsibilities and procedures for establishing, maintaining, and modifying the CRIPL.

Establishment of phase maintenance kits is optional as directed by the aircraft controlling custodian (ACC) or type commander (TYCOM). When the program is implemented, the following procedures apply.

- Maintenance and material control officers jointly determine phase maintenance kit requirements. They do this by using the Maintenance Requirements Cards (MRC) and other maintenance information.

- Material control prepares and submits a listing of items included in the phase kits. The listing must have the part number and quantity of each item in the kit. Also, the listing must include the support period of the kit; for example, 30-day maintenance period.

- Material control must tell ASD if the kit requires replenishment. MCC also must inform ASD about any changes in part numbers or quantity requirements in the kit.

- The phase maintenance kits may be pre-expended or charged to the user upon issue. This is based upon the total parts inventory cost in each kit.

- Mandatory turn-in repairable components are not authorized in phase maintenance kits. These are the depot-level and field-level repairable items.

## **Requisition Monitoring**

Monitoring requisitions is necessary to keep the outstanding file current. You should monitor requisitions from the date of submission until receipt of material. There are options for modifiers, follow-ups, and cancellations, as well as receipt of status. A NALCOMIS activity uses Conversation code N668 to review past and current status of a specific requisition.

The supporting ASD provides a listing of all outstanding NMCS, PMCS, and ANMCS requisitions daily. This listing contains the document number, NSN, unit of issue, quantity, project code, and priority. Also, it may contain the nomenclature, aircraft bureau number, requisition status, JCN, and WUC. Listings may have additional information as set by existing procedures. You must review this listing with maintenance control and make changes as necessary.

To effectively monitor the outstanding requisitions, you must be familiar with set procedures. This includes procedures for requisition modifiers, follow-up, and cancellation. Chapter 4 of this manual provides basic information of the procedures for requisition monitoring.

## **Material Obligation Validation**

The purpose of the material obligation validation (MOV) request is to compare records and make sure that a requirement still exists. Supply activity forwards the

MOV requests according to the media and status (M&S) code of the requisition. If the M&S contains a zero, supply activity will send the requests to the monitoring activity. The record position (rp) 54 of the requisition contains the monitoring activity code. Appendix A3 of NAVSUP P-437 lists the monitoring activities. When record position 54 is blank and the M&S is zero, the supply activity forwards MOV requests to the requisitioner. Requisitions for aviation fleet maintenance (AFM) use the UIC of the supporting activity. In this case, the supporting activity receives and forwards the MOV requests to MCC for validation. Refer to chapter 4 of this manual for MOV processing procedures.

## Files

There are two basic files for keeping records of AFM requisitions. They are the material outstanding file and the material completed file. MCC may use the Visual Information Display System (VIDS) for keeping outstanding requisitions. The VIDS is a management tool that provides a visual display of up-to-date information on a continuing basis. In a squadron, the VIDS allows correlation of information on all assigned aircraft. It provides information on the number of outstanding requisitions for each aircraft. The Project code of the outstanding requisition tells the status of the aircraft. For example, Project Code AKO means the aircraft is in Not Mission Capable Supply (NMCS) condition. MCC may use the Material Requisition Register (OPNAV 4790/11) or DD Form 1348 for the outstanding file. Activities that use NALCOMIS can use the printed copy of the requisition for the outstanding file.

The requisition completed file contains the receipted copy of each document removed from the outstanding file. Also, it contains canceled documents with attached cancellation confirmation. This file is in document number sequence and is retained for 3 years.

There are two holding files used for Operating Target (OPTAR) accounting. They are file 1 and file 2. File 3 is no longer used (see NAVSO P-3013-2, paragraph 4103-2). File 1 is the unfilled order chargeable documents for transmittal. It contains the accounting copy for submission to the proper Defense Accounting Office (DAO) as obligation. This accounting copy may be the green copy of DD Form 1348 (6 pt) or a copy of Standard Form 44. File 2 is the unfilled order cancellation documents/lists for transmittal to DAO. This file contains a list of confirmed cancellations or copies of each cancellation documents. MCC must maintain holding files 1 and 2 for a 36-month

life cycle of each fiscal year appropriation. This means you must have files 1 and 2 for the current year, last year, and year before last.

## Flight Packets

Operation officers of aviation activities maintain a supply of flight packets for issue to pilots that make extended flights. Flight packets contain instructions to assist pilots in getting material or services needed for continuation of flight. The following text describes the items included in the flight packet.

**PROCUREMENT DOCUMENTS.**— Procurement documents are the documents used for getting material or services. The forms used are DD Form 1348 (6 pt), Standard Form 44, and DD Forms 1896 and 1897.

The DD Form 1348(6 pt) is for requisitioning repair parts and other material for in-plane servicing. It is not used for buying aviation fuels and lubricants.

The Standard Form 44 is for buying fuel from non-DLA into-plane contract sources. This form is also used for buying services (e.g., landing fee, parking fee) and material from commercial sources. Lodging for officers and food and lodging for enlisted personnel may also be procured with this form.

The DD Form 1896 (white identaplate) is for buying jet fuel and lubricants from DOD activities. Also, it may be used for getting fuel and lubricants from commercial contractors holding DLA into-plane refueling contracts. DD Form 1897 (purple identaplate) is for buying aviation gasoline (AVGAS) and lubricants from DOD activities. You can also use DD Form 1897 for buying AVGAS and lubricants from commercial contractors holding DLA into-plane contracts.

**MISCELLANEOUS ITEMS.**— The following items are also included in the flight packet:

- Instructions for safeguarding and shipping damaged aircraft.
- Instructions for procuring services and supplies (including multi-language billing instructions).
- Statement Of Witness, Standard Form 94.
- Claim for Damage or Injury, Standard Form 95.
- Indelible pencil or ball point pen and carbon paper.
- Engineering Investigation Reports, as described in OPNAVINST 4790.2 (series).

- Visual Information Display System/Maintenance Action Form (VIDS/MAF), OPNAV Form 4790/60.

Flight packets may include instructions for processing aviation depot-level repairable (AVDLRs). Also, it may include the applicable Daily, Preflight, and Turn-around inspection MRC.

**PRETYPED FORMS.**— The procurement documents DD Form 1348(6 pt) and Standard Form 44 must have some information pretyped on them. This allows faster processing and accurate accounting. The following paragraphs describe pretyped information in each data block or record position (rp) of the document.

The DD Form 1348 (6 pt) must contain the following pretyped information:

In data block B, type the UIC and name of squadron or unit to which the squadron is assigned. Be sure to leave enough space to enter the pilot's name, rank, and social security number. See figure 8-1 for a sample pretyped DD 1348 (6 pt).

In rp 1-3, type the document identifier "AOA."

In rp 7, type O (zero).

In rp 30, type the applicable service designator code.

In rp 31-35, type the UIC of the squadron or unit to which the aircraft is assigned.

In rp 40-43, type the requisition serial number.

In rp 44, type "N."

In rp 45, type the service designator code if you use UIC in rp 46-50, otherwise, leave this blank

In rp 46-50, type the UIC of the activity to be billed, if other than the requisitioner. If not needed, leave this blank.

In rp 51, type "A." If rp 46-50 contains a UIC other than the requisitioner, for billing, type "B."

In rp 52-53, type the applicable fund code.

In data blocks L-M, type the aircraft type and bureau number.

In data blocks N-O, type the purpose for which the DD Form 1348(6 pt) is to be used and the aircraft TEC.

**NOTE:** The activity furnishing the material will complete data block A, rp 4-6, rp 8-29, and data blocks R-V of DD Form 1348 (6 pt), shown in figure 8-1.

The Standard Form 44 must contain the following pretyped information, as shown in figure 8-2 and table 8-1.

DD FORM 1348 (6 pt) 1 MAR 74

SEND TO: REQUISITIONER

DOC IDENT: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

DOC IDENT: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

DOC IDENT: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

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DOC IDENT: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

DOC IDENT: 1 2 3 4



**PROCUREMENT FROM U.S. GOVERNMENT SOURCES.**— The pretyped DD Form 1348 (6 pt) is the document used for getting material and services from U.S. Government sources. However, it is not used for aviation fuels and lubricants. A separate document must be used for each item. The pilot will request instructions from the squadron commanding officer if the expected cost is more than \$2,500 and the source of supply is not a Navy activity.

The following texts describe the pilot's responsibility in annotating the DD Form 1348 (6 pt).

- Print the pilot's name, rank, and social security number in data block B. Print the aircraft bureau number in data blocks L-M.
- Ensure legibility of entries in the green and hardback copies returned by the supply source.
- Upon return to home station, submit the green and hardback copies to the MCC of the squadron or unit.

The issuing activity enters the following information on the DD Form 1348 (6 pt).

In data block A, enter the service designator, UIC, and name of the issuing activity.

In rp 4-6, enter the issuing activity's routing identifier code (if assigned).

In rp 8-22, enter the NSN, NICN, or part number issued.

In rp 23-24, enter the unit of issue.

In rp 25-29, enter the quantity issued.

In rp 36-39, enter the Julian date of the transaction.

In data blocks T-U, enter the unit price and the total price.

The issuing activity will return the green and hardback copies of the DD Form 1348(6 pt) to the pilot. The issuing activity retains the original and the remaining copies.

After receiving the green and hardback copies, the material control or unit supply officer is responsible for the following:

- Review the documents for legibility and completeness.
- Ensure recording of the obligation in the Requisition/OPTAR log.
- Ensure placement of the green copy in file 1 for submission to DAO.

- Ensure placement of hardback copy in the completed requisition file.

The pilot use the identaplates DD Form 1896 or 1897 for buying aviation fuel and lubricants from government sources. When used, the issuing activity will imprint the billing information on DD Form 1898. DD Form 1898 is the AVFUELS INTO-PLANE CONTRACT SALES SLIP. Air Force activities use the AF Form 1994, FUELS ISSUE/DEFUEL DOCUMENT.

After imprinting the DD Form 1898 or AF 1994, the fuel operator will enter the quantity and unit price. The operator then signs the space provided for the refueler's signature. The operator obtains the name, grade, SSN, and organization of the pilot, and provides the pilot a copy of each issue slip. The operator forwards the remaining copies of the issue slip to the issuing activity's fiscal office.

After refueling/lubrication, the refueling operator submits the issue slip to the pilot. Upon receipt of the issue slip, the pilot is responsible for the following:

- Sign the issue slip in the space provided for the customer's signature.
- Print the pilot's name, rank, SSN, and organization in the space provided.
- Ensure legibility of the imprinted and hand-scribed entries.
- Obtain a copy of the completed issue slip for delivery to the operations officer.

Upon return of the aircraft from extended flight, the operations officer is responsible for the following:

- Obtain and review copies of issue slips returned by the pilot.
- Forward the issue slip to the material control or unit supply officer.

Upon receipt of the issue slip from the operations officer, the material control or unit supply officer is responsible for the following:

- Review hand-scribed entries for legibility, completeness, and accuracy.
- Ensure recording of obligation in requisition/OPTAR log.
- Ensure placement of issue slip in "Unmatched Fuel Documents" file until listed in Summary Filled Order/Expenditure Difference Listing (SFOEDL).



- Ensure that the value on the issue slip is included in the Money Value Only (MVO) DD Form 1348(6 pt). The green copy of the MVO document is submitted to DAO for the reporting period. MVO documents for the single fiscal year have the same document number assigned. It consists of the service designator code and UIC. The date used is Julian date of the first day of the fiscal year. The serial number starts with "F0" and is followed by the last two digits of the fiscal year. Document number V12345-7274-F088 is an example of an MVO document number.

There are two ways of constructing document numbers for billing purposes. For NAVY AIRCRAFT, the serial number used is the last four digits of the preprinted serial number on the issue slip. For other DOD AIRCRAFT, the serial number used is the last four digits of the aircraft tail number. This procedures permit the accounting activities to liquidate obligations.

**PROCUREMENT FROM COMMERCIAL SOURCES.**— Material and services required to support aircraft on extended flight may be procured from commercial sources. The following text describes the procedures and forms used for buying from commercial vendors.

**Standard Form 44.**— The document used to purchase materials and services is the Standard Form 44. The cost of repairs and services is limited to \$2,500 for each transaction for each aircraft. (The limit cost for buying aviation fuel and lubricants is \$25,000). If the expected cost will be more than \$2,500, the pilot must request instructions from the commanding official. If the commanding officer approves the total cost, the material control or unit supply officer submits a DD Form 1348. The DD Form 1348 should cover the expected cost, and it should be submitted to the nearest activity with contracting authority.

In processing the Standard Form 44, the pilot is responsible for the following:

- Entering the aircraft bureau number and Julian date in the ORDER NUMBER and ACCOUNTING DATA blocks.
- Requiring the dealer to enter a brief description of material and services furnished, unit price, and the total price. Also, obtaining the name, address, and signature of the dealer.
- Ensuring separate charges are shown for officer's lodging and enlisted lodging and subsistence. Also, ensuring the names, rates, and permanent duty stations of enlisted personnel receiving subsistence are entered.

- The pilot must enter his/her name, rank SSN, and sign the document. Present copies 1 and 2 to the dealer. Instruct dealer to submit copy 1 as an invoice to the activity listed in the block captioned "AGENCY NAME AND BILLING ADDRESS."

- Submitting the remaining copies of Standard Form 44 to the material control or unit supply officer.

Upon receipt of Standard Form 44 copies, the material control or unit supply officer is responsible for the following:

- Checking the document for completeness and accuracy.
- Matching copy 4 with the issue request document that initiated the purchase. If the documents matched, prepare an MVO DD Form 1348 (6 pt) as an obligation document. If required, adjust the issue request document to match with copy 4. Attach copy 4 to the hardback copy of DD Form 1348 (6 pt). Enter the obligation to the requisition/OPTAR log, and file both documents in the material completed file.

**DD Form 1896 or DD Form 1897.**— The pilot may use the identaplates for buying aviation fuel and lubricants from commercial airports. However, the commercial airport must hold an into-plane refueling contract with the Defense Fuel Supply Center (DFSC). The pilot will present the identaplate to the refueling operator for imprinting a DD Form 1898 (sales slip). After entering the quantity, signature, and other information, the operator returns the identaplate and a copy of the sales slip to the pilot. The operator retains the original and remaining copies of the sales slip. In some instances, the contractor may insist on using the vendor's delivery form. In this case, the pilot should mark the delivery form with "DUPLICATE DD FORM 1898 ACCOMPLISHED." If the DD Form 1898 is not available, the contractors have authorization to use the vendor's delivery form. In this case, the pilot must ensure the form contains the aircraft type/model/series and tail number. Also, it must include the home station and major command of the aircraft. Also, the procurement document processed for the transaction is Standard Form 44.

Upon return to home station, the pilot submits the copy of DD Form 1898 or other delivery form. The MVO DD Form 1348 for the reporting period must include the value of the purchase.

## **RECEIPT AND DELIVERY OF PARTS AND MATERIAL**

The following texts describes the responsibilities of material control when receiving parts or material.

- Material control must receive material and issue document from the material delivery unit of ASD.

- MCC representative must sign the issue document as proof of receipt. The forms used as issue document may be DD Form 1348 (6 pt), DD Form 1348-1, or DD Form 1348-1A. Chapter 4 of this manual describes the other forms used as procurement documents.

- The individual signing for the part must put the date and time of the actual delivery on the issue document.

- MCC must distribute received parts/material to the proper work center or area.

- MCC must obtain signature of the work center personnel receiving the material for use as proof of delivery. File the signed copy in the completed requisition tile.

- MCC must turn in defective repairable (CRIPL item) comment within 24 hours of receipt of the RFI replacement.

In some cases, material received from supply does not satisfy intended maintenance actions. This condition arises when wrong material was ordered or delivered or material was improperly marked or determined to be not ready for issue (NRFI). If material was not installed after receipt, prepare a DD Form 1348-1 to return the item. Use the NSN of the item being returned on the turn-in document. Blocks V and Y of the document must contain the original JCN and document number. Blocks AA through CC must contain the reason for returning the item. Blocks DD and EE must contain the part number of the item being turned in. Return all associated documents such as RFI tag and SRC with the item. Notify ASD when material is ready for pickup.

If required, reorder material by using a new document number and cite the original document number in the remarks. For example, "REORDER FROM: 1234-G123." Use Advice Code 5G, if applicable, for reordering AVDLR items.

A repairable item received from supply that was found to be NRFI upon installation must be turned in on a VIDS/MAF or facsimile. Use "Y" in the WHEN DISCOVERED CODE block of the turn-in document.

Reorder replacement items by using a new document number.

## **TURN-IN OF DEFECTIVE COMPONENTS**

Repairable items must be available for turn-in when a replacement is requested. Repairable parts listed in the CRIPL are authorized to remain in place. These repairable parts are commonly known as CRIPL items. The defective CRIPL item must be turned in within 24 hours after receipt of replacement item.

All defective repairable components must be wrapped in cushioning material. Use cushioning material that will provide protection during handling and movement. Cellular plastic film (bubble wrap) provides the necessary short-term protection from handling and shock.

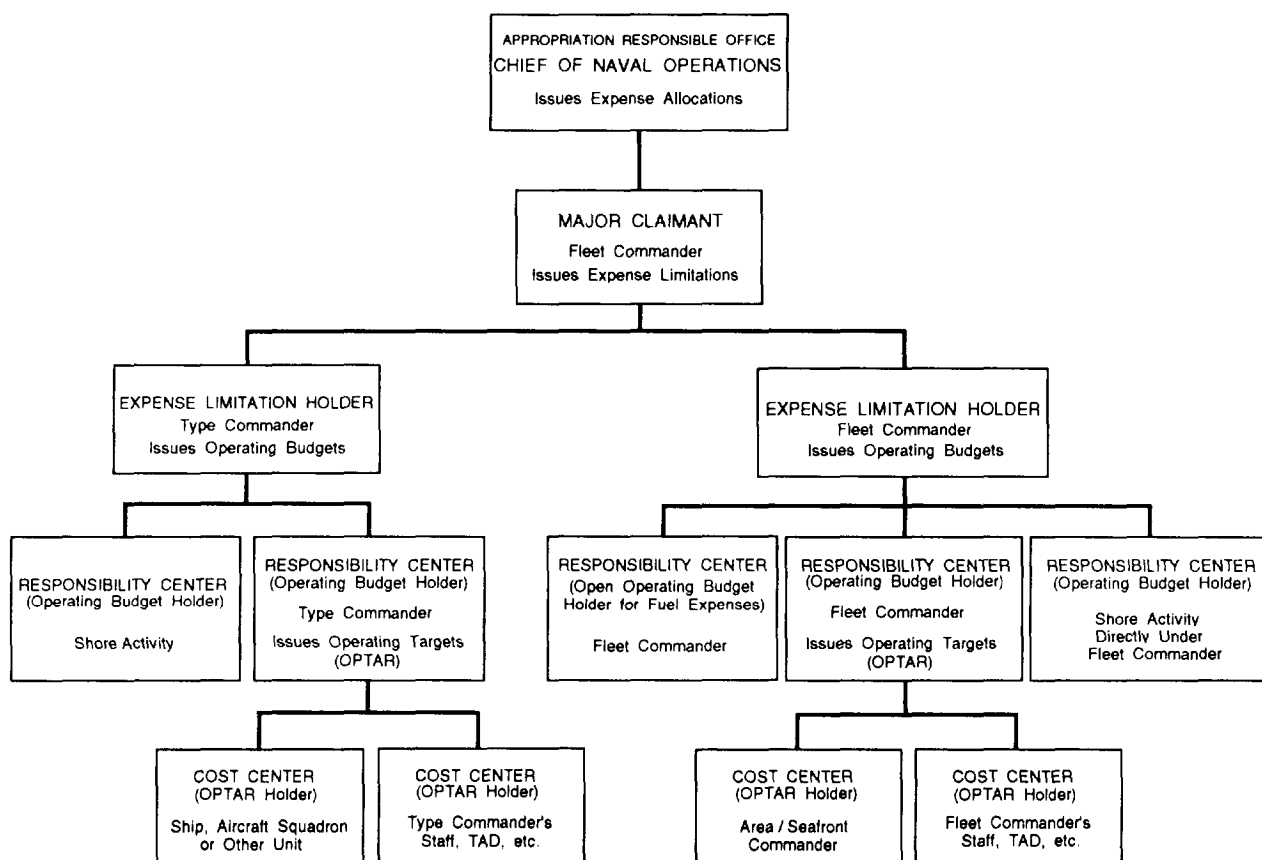
In an IMA, personnel handling printed circuit assemblies or micro-components must be familiar with the electrostatic discharge (ESD) program. Personnel should consider the components as ESD-sensitive during handling, packaging, repairing, and transporting. NAVSUPINST 4030.46 provides guidance and direction for the identification, handling, and protection of ESD-sensitive components. NAVSUP P-484 details the proper methods and material used in packaging ESD-sensitive items.

Some defective material may be needed for an engineering investigation (EI). Some maybe needed for quality deficiency report (QDR). Turn in all defective material for EI or QDR exhibits to ASD. ASD will hold the material until receipt of disposition instructions. If ASD does not receive disposition instruction within 30 days, ASD will request disposition instructions from the CFA. Handle material for EI or QDR in an "as is" condition. There should be no adjustments, disassembly, or any type of cleaning to the material. Take special care to cap or package material immediately upon removal from the system, to prevent corrosion, contamination, or other damage that may contribute to confusion during the investigation. Refer to OPNAVINST4790.2 (series) for more information about EI or QDR.

Unless authorized by higher authority, activities may not hold spare RFI or NRFI repairable components.

## **FINANCIAL MANAGEMENT**

All material and services requisitioned by an activity ultimately cost the government money. Since the requirements for these items begin in material control, financial responsibility starts there as well.



**Figure 8-3.-Funding chain of command.**

## FUNDING

Annually, Congress enacts an Operation and Maintenance, Navy (O&MN) appropriation. At the squadron-level in the chain of command, the O&MN is known as OPTAR. The squadron's aircraft controlling custodian (ACC) or TYCOM gives the squadron a portion of the OPTAR each fiscal quarter. Squadrons should get the OPTAR in the beginning of October, January, April, and July. Figure 8-3 illustrate the flow of funds for O&MN.

The Defense Business Operating Fund (DBOF), formerly known as Navy Stock Fund (NSF), finances aviation depot repairable (AVDLRs). Under this process, the end user finances the depot-level repair and procurement of 7R Cog items. The end user does this through local replenishment of repairable items that were BCM, lost, or missing. Although squadrons initiate repairable demands, the IMA has primary control over whether the transaction results in a DBOF charge. Thus, the IMA or station will retain control of the AVDLR replenishment OPTAR and corresponding accounting responsibilities.

Aviation squadrons use two types of funds. They are the Flight Operation Fund (OFC-01) and Aviation Fleet Maintenance (AFM) Fund (OFC-50). OFC stands for OPTAR functional categories.

### Flight Operations Funds

Flight operation funds, also known as OPTAR funds, are for buying supplies and services not used in direct support of maintenance. OPTAR is the amount of money required by a unit to perform its mission. Appendix 2 of NAVSO P-3013-2 lists the fund codes used for buying specific items. You should be familiar with this list to order supplies. The following texts list some of the expense-type transactions that are proper charges to the OPTAR.

- Aviation fuels consumed in flight operations.
- Initial and replacement issues of authorized items listed in NAVAIR Allowance List 0035QH series. It does not include items used by maintenance personnel.
- Consumable office supplies for squadrons.

- Aerial film, recording tape, and chart paper used in flight.
- Flight deck and safety shoes used by squadron personnel in the readiness, launch, and recovery of aircraft.
- Unit identification marks for initial issue to newly reported squadron personnel.
- Liquid and breathing oxygen consumed during flight by the pilot and aircraft systems.
- Nitrogen consumed in flight.
- Forms and publications (Cog 1I) and reproductions thereof. The OPTAR is not used for initial outfitting, newly commissioned squadrons, or forms and pubs in direct support of maintenance.
- Special-purpose, identifying clothing used by squadron personnel in the readiness, launch, and recovery of aircraft.

### **Aviation Fleet Maintenance Funds**

The aviation fleet maintenance (AFM) fund is for buying supplies and services in direct support of maintenance. The following texts lists some of the items charged from the AFM. Refer to Appendix 2 of NAVSO P-3013-2 for a complete list of items chargeable to AFM.

- Paints, wiping rags, towel service, cleaning agents, and cutting compounds used in preventive maintenance and corrosion control of aircraft.
- Consumable repair parts, miscellaneous material, and Navy stock account parts. These are items used in direct maintenance of aircraft, drones, targets, component repair of AVDLR and related SE.
- Pre-expended, consumable maintenance material meeting the requirements of NAVSUP P-485. These are items used in maintenance of aircraft, aviation components, and SE.
- Aviation fuel and lubricants used in test and check of aircraft engines during build-up, change, or maintenance at the intermediate level only.
- Allowance list items (NAVAIR 0035QH series). Items strictly used for maintenance, such as impermeable aprons and explosive handler's coveralls. Also, it include industrial face shields and goggles, gas welder leather gloves, and nonprescription safety glasses.

- Fuel used in related support equipment (ship board only).

- Test bench equipments. This is replacement of components used in the test bench repair and rotatable pools.

- Aircraft loose equipments. This is for maintenance and replacement of aircraft loose equipments included in aircraft inventory record.

- Consumable hand tools for maintenance of aircraft, repair, and maintenance of equipment and related SE.

- Safety and flight deck shoes used in maintenance shops.

- Decals used on aircraft.

- Repair and maintenance of flight clothing and pilot/crew equipment.

- Forms and publications (Cog 1I) used in support of direct maintenance of aviation components or aircraft.

- Special clothing authorized for use on unusually dirty work while performing maintenance on aircraft.

- Cost incurred for IMRL repair.

- Oils, lubricants, and fuel additives consumed in flight operations. It does not include those used in aviation maintenance of drones, targets, component repair, or related SE.

- Repairable NSA material used in direct maintenance of aircraft, drones, targets, component repair, or related SE. These are NSA items (not AVDLR) that have MCC E, H, G, Q, or X assigned.

In addition to the above, the following are proper AFM charges for IMA:

- Items consumed in the interim packaging/preservation of repairable parts.

- Replacement for missing or unserviceable general-purpose, electronic test equipment allowance items.

### **Financial Accounting**

The ACC/TYCOM issues the operating budget from the applicable Five Year Defense Plan (FYDP) expense limitation. This is to finance the operations, maintenance, administrative, and temporary additional

duty travel requirements of units assigned and of their staff. This requires maintenance of auditable records that will show the transaction costs incurred and the balance of the operating budget. Also, it must include the value of each operating budget granted. Each ship, aviation squadron, or command is responsible for the efficient and effective use of the OPTAR. Also, each activity is responsible for accurate and timely accounting and reporting of OPTAR. Prompt action must be taken in research and validation of transactions reported by the accounting office relative to the status of each OPTAR held by the command.

**REQUISITION/OPTAR LOG.**— Each ship, aviation squadron, or command must establish this log (NAVCOMPT Form 2155). The purpose of the log is to record OPTAR grants. Also, it is used for recording the value of transactions incurred as chargeable to the type commander's operating budget. A separate requisition log will be established for each OPTAR received. The requisition/OPTAR log parallels and provides a check on the official accounting records maintained in the Defense Accounting Office (DAO). OPTAR grants will be entered in the requisition/OPTAR log.

The value of chargeable requisitions (unfilled orders) reduces the amount on the OPTAR grant. Record all chargeable requisitions and purchase orders in the log. Also record all nonchargeable requisitions in the log. Nonchargeable requisitions do not affect the OPTAR balance and do not require submission to DAO. Requisitioning Appropriations Purchase Account (APA) material is an example of nonchargeable requisition. Additionally, differences reported by the DAO on the Summary Filled Order/Expenditure Difference Listing (SFOEDL) must be entered in the log. See subparagraph 4108-6 of NAVSO P-3013-2 for information about SFOEDL. In SFOEDL, the debit differences will decrease and the credit differences will increase the OPTAR balance. For automated OPTAR holders, see paragraph 4104-7 of NAVSO P-3013-2 for applicability of log and files. Refer to paragraph 4104 and 4105 of NAVSO P-3013-2 for posting and maintaining requisition/OPTAR log and holding file transactions.

**HOLDING FILES.**— Establish files by fiscal year for each OPTAR received. The purpose of the file is to hold the appropriate accounting documents pending transmittal to DAO. The following paragraphs list the types of files and describe their contents.

File 1 is the unfilled order chargeable documents for transmittal. This file contains the accounting copy

(green copy) of the DD Form 1348(6 pt). Also, it may contain a copy of DD Form 1149, DD Form 282 (DOD Printing Requisition), or Standard Form 44. Also included are price adjustment documents that increase the estimated chargeable costs. Do not place requisitions for APA or nonchargeable material in holding file 1. Transmit documents in this file to DAO for matching with expenditure documents from the supplying or paying activity.

File 2 is the unfilled order cancellation documents/ list for transmittal. This file contains documents that decrease the estimated cost chargeables (credit adjustments) of the OPTAR. These documents cancel or adjust unfilled orders previously established through the submission of holding file 1 documents. These documents are as follows:

- List of confirmed cancellations or copies of each cancellation documents.
- Advance downward price adjustments.
- Copies or list of administrative cancellations of above threshold unfilled orders.
- Optionally administrative cancellations of below threshold-unfilled orders.

All the documents in this file must have the unit and extended price. Enter a transaction for each document in the estimated cost chargeable section of the requisition/OPTAR log. The transaction entry must be for the period involved with an increase to the OPTAR balance. Transmit documents in this file to the DAO.

Holding file 3 is no longer used because the financial OPTAR holder listings or response sheets for transactions being challenged are to be sent directly to DAO as soon as they have been processed.

**OPTAR DOCUMENT TRANSMITTAL REPORT.**— To maintain currency of accounting records, transmit proper transaction documents to DAO on time. The transaction documents include unfilled orders, cancellation documents, and processed listings.

OPTAR holders that use manual procedures must submit a transmittal report to DAO on the 15th and last day of each month for the current fiscal year OPTAR. Transmittal reports must include documents in holding files 1 and 2. OPTAR holders operating under automated (SNAP II) procedures must submit the report on the 15th and last day of each month for current fiscal year OPTAR. Automated activities must submit the mechanized unfilled order documents under cover of an OPTAR Document Transmittal Letter (Report 26) to

**Table 8-2.-Frequency of Submission, OPTAR Report**

|   |  |
|---|--|
| The OPTAR Document Transmittal Report (NAVCOMPT Form 2156) will be prepared and submitted as follows: |  |
| Current Fiscal Year OPTAR   | a. Nonautomated OPTAR holders on the 15th and last day of the month.<br>b. SNAP II OPTAR holders on the 15th and last day of the month.<br>c. SUADPS OPTAR holders on the last day of the month. |
| Last Fiscal Year OPTAR (prior 1 year)   | On the last day of the month, but only if holding file 1 or 2 contains document(s) for DAO.  |
| Fiscal Year before last (prior 2 years)   | On the last day of the month, but only if holding file 1 or 2 contains document(s) for DAO.  |

DAO. Table 8-2 provides the frequency for preparation and submission of the OPTAR Document Transmittal Report (NAVCOMPT Form 2156).

**BUDGET/OPTAR REPORT.**— Under normal circumstances, activities submit the Budget/OPTAR Report (BOR) by message. Activities or units in the vicinity of the DAO, or during the periods of message minimize, are required to submit the report on NAVCOMPT Form 2157. When prepared, submit the BOR to DAO by not later than the first workday of the month following the month to be reported. Also submit

a copy of the BOR to the appropriate type commander. When a message report is submitted, the Budget/OPTAR Report will not be submitted. The requisition/OPTAR log is a principal source of data needed to prepare the BOR for manual OPTAR holders. Prior to preparation of the BOR, the requisition/OPTAR log will be balanced. Refer to paragraph 4107 of NAVSO P-301 3-2 for additional information about the BOR. Table 8-3 illustrates the frequency for submitting the BOR.

**Table 8-3.-Decision Chart for Submitting BOR**

|  |   |
|--|---|
| A Budget/OPTAR Report will be prepared and submitted as follows:   |   |
| Current Fiscal Year OPTAR  | <u>Monthly</u> (by the first workday of the month following the month being reported upon)  |
| Last Fiscal Year OPTAR (prior 1 year)  | (1) For the report months of October, November, December, January, February, and March:<br><br><u>MONTHLY</u> (by the first work day of the month being reported upon)<br><br>(2) For the report months of April, May, June, July, August, and September:<br><br><u>ONLY</u> for the <u>months</u> in which there is a <u>change</u> in gross obligations. (see note) |
| Fiscal Year before the last OPTAR (prior 2 year)   | Only for the months in which there is a change in gross obligations. (see note)   |
| Note: There is a change in gross obligations when there has been a change in the Estimated Cost Chargeable portion of the Requisition/OPTAR Log (NAVCOMPT Form 2155), and therefore, also Block 22 of the BOR. |   |

## Transaction Listings Received From DAO

The designated accounting offices (DAO) perform the official accounting for OPTAR granted to ships, aviation squadrons, and other commands. One part of the accounting process for each OPTAR holder is matching the obligations with the bills from supply sources. This matching process results in the production of listings that provide a report of transactions affecting the OPTAR holder's funds. Some of these listings are submitted to the OPTAR holder for review and processing. The OPTAR holder returns the completed listing (or listing response sheet) to DAO to correct the records. The annotated listing or response sheet will be sent separately from the OPTAR Document Transmittal Report (NAVCOMPT Form 2156). The following paragraphs describes these transaction OPTAR holder listings.

**SUMMARY FILLED ORDER/ EXPENDITURE DIFFERENCE LISTING.**— The DAO sends this listing to OPTAR holders. The Summary Filled Order/Expenditure Difference Listing (SFOEDL) is distributed monthly for the 1st through 24th report months. Afterwards, it is distributed quarterly through the 33rd report month. Each SFOEDL, sent by DAO, will contain the results of the monthly reconciliation since the last SFOEDL distributed to the OPTAR holder. The transactions will be printed in document number sequence for each OPTAR on both monthly and quarterly transmittals of this report. OPTAR holders will accept and post all differences in the SFOEDL to the Requisition/OPTAR Log. After posting, the OPTAR holder will review the listing and annotate transactions considered invalid with the proper rejection code. DAO will reverse valid rejections with a correction transaction, and it will appear on a later SFOEDL. The DAO performs research on differences of \$3,000 or more before including it in the SFOEDL. Therefore, consider these differences valid. You should carefully investigate before assigning rejection codes to transactions with differences of \$3,000 or more. Refer to paragraph 4108-6 of NAVSO P-301 3-2 for the format and processing procedures of SFOEDL.

**AGED UNFILLED ORDER LISTING.**— DAO sends Aged Unfilled Order Listing (AUOL) to OPTAR holders for whom they perform accounting. AUOL is produced and distributed MONTHLY for the 4th through 15th report months, and then six times quarterly from the 18th through the 33rd report month. The AUOL lists unfilled orders (obligations) that are 3 or more months old, held in DAO files. These unfilled orders have not matched with expenditure documents and have

not been canceled. Once the document appears in AUOL, 3 months will pass before it will appear again; if it has not been deleted by matching with its related expenditure or by cancellation. For example, a requisition prepared in October will first appear in the AUOL for January. October is the first OPTAR report month, and January is the fourth OPTAR report month. If the requisition remains unmatched for another 3 months, it will again appear in the AUOL for April. April is the seventh OPTAR report month. These October requisitions will appear in the AUOL every 3 months until the OPTAR's 33rd report month. The requisitions will be continuously listed unless deleted by matching a related expenditure listing or canceled. Refer to paragraph 4108-3 of NAVSO P-3013-2 for AUOL format and procedures. Activities must complete reviewing and validating the AUOL within 20 days following receipt. After processing, mail the AUOL or Response Sheet to DAO. The annotated AUOL is no longer included in the OPTAR Document Transmittal Report.

**UNMATCHED EXPENDITURE LISTING.**— This is an itemized listing of expenditure documents, received by DAO, for material or services that have not matched with an unfilled order. The typical ship or aviation squadron does not receive this listing unless it has a reimbursable OPTAR. DAO sends the Unmatched Expenditure Listing quarterly. DAO sends it for report months of December, March, June, and September over the 36-month life cycle of the appropriation. Refer to paragraph 4108-4 of NAVSO P-3013-2 for more information about this listing.

## VISUAL INFORMATION DISPLAY SYSTEM

The Visual Information Display System (VIDS) is a management tool. It provides a visual display of all information on a continuing basis. In an O-level maintenance activity, the system correlates aircraft status, particularly NMCS, PMCS, and other discrepancies, and assigns a relative importance to each item. In IMAs, VIDS provides information, including repair status, on components within a production area.

### Operating Procedures

VIDS provides quick reference of component or aircraft status. These status may be in work (IW), awaiting maintenance (AWM), or awaiting parts (AWP). VIDS allows the management level of maintenance to review the overall situation and determine the resources available. In doing so, the

maintenance officer or supervisor can carry out their duties more effectively and efficiently. Set up the material control VIDS according to OPNAVINST 4790.2 (series). After receiving a material request from a work center, transmit the demand to the supporting supply activity. Use the requisition priority and project code assigned by production control. Advise maintenance or production control and the work center of the document number assigned. Place a copy of the facsimile transceiver form, register, or other form on the VIDS board. You may use color tabs on the request form to indicate the priority or project code used.

**NOTE:** Activities using the Naval Aviation Logistics Command Management Information System (NALCOMIS) should refer to the user's manual. Some activities that use NALCOMIS do not use VIDS to maintain files.

### **Hardware**

VIDS display boards consist of enlarged cardex-type pockets for the visual display of weapons systems or component status. Each pocket overlaps the one below it, with an approximately 3/8-inch strip visible at the bottom pocket. VIDS boards are available in 100, 50, and 25 pockets.

### **Material Requisition Register**

MCC use the Material Requisition Register (OPNAV 4790/11) to transmit demands to ASD when other means is not available. MCC uses this form to display AWP status. Data sequence is compatible with key entry and the MILSTRIP.

### **Software**

Items used for the operation of the VIDS may be obtained from the supply system or commercial vendors. These items include signal tabs, file containers, replacement pockets, and three-ring binders.

### **AIRCRAFT INVENTORY RECORDS**

Activities with assigned aircraft or that maintain aircraft must be familiar with the aircraft inventory record (AIR). The purpose of the AIR is to provide a continuous chain of accountability for specific equipment and material. The equipment or material may be installed on or designated for use on any aircraft of a specified type/model/series. The following text lists the items that make up the AIR. Refer to OPNAVINST 4790.2 (series) for detailed description of each part.

- Binder (OPNAV 4790/109).
- Title Page and Sectional Breakdown Diagram (OPNAV 4790/110).
- Equipment List (OPNAV 4790/111).
- Shortages (OPNAV 4790/112).
- Certification and Record of Transfer (OPNAV 4790/104)

### **Master Aircraft Inventory Record**

The Commander, Naval Air Systems Command (NAVAIR) maintains the Master Aircraft Inventory Record (MAIR). The MAIR identifies those items of installed and loose equipment that require a periodic inventory. A MAIR shall be maintained as the standard for each type/model/series aircraft. The MAIR serves as a checklist for items requiring an inventory. Also, it provides reasons/authority for any shortages that exist and documents certificates of accountability.

### **Equipment Accountability**

In addition to the accountability of AIR items, an accounting of equipment will be done prior to aircraft transfer. These are equipments listed in or comprising subsystems of the applicable mission essential subsystem matrix (MESM). A number of MESM items are identified at the subsystem level rather than by exact equipment designation. Therefore, you cannot use the MESM totally as a specific equipment checklist as you can the AIR. The accounting of most MESM items is by system operation checks and maintaining a VIDS/MAF file vice an AIR-type accountability. When transferring aircraft equipment accountability, those missing MESM-related items will be identified in the AIR as shortages, even though that specific equipment is not listed.

Aircraft are transferred and accepted only after completion of equipment/item inventory and notation on the forms of the AIR. In most instances of aircraft transfer, the inventory is accomplished based on the selected equipment and material listed in the AIR and systems identified in the MESM. The following paragraphs provide a list governing the selection of items to be included in the AIR. These items may be government-furnished equipment (GFE) or contractor-furnished equipment (CFE).



- Special equipment items essential to the health, safety, and morale of the crew. Some examples are bedding, life rafts, and first aid kits.

- Equipment/material required for the protection of the aircraft during flight and overnight storage. Some examples are covers, control locks, and plugs.

- Pilferable items or items that are readily convertible to personal use. Some examples are clocks, tool kits, compasses, and mirrors.

- All classified items, whether installed or provisioned for installation, have been incorporated on the aircraft except when items are accounted for by an authorized classified material accounting system during aircraft transferring actions.

- All items of loose equipment applicable to an aircraft that are designated for transfer by the ACC/TYCOM/NAVAIR whenever the aircraft is transferred.

- All mission essential equipment that cannot be installed in a given aircraft or configured for other missions.

The following are items excluded from an AIR:

- Equipment rigidly fixed and considered to be a basic/integral part of the aircraft. Some examples are engines, propellers, wheels, and brakes.

- Personal issue items that are furnished and authorized by squadron allowance.

- Equipment/material authorized by the IMRL.

- Equipment/material that is provided on less than a one-per-aircraft basis and is accounted for by another material accounting system,

- ACC/TYCOM controlled material.

## **Preparation of Air**

The aircraft manufacturer prepares the AIR and delivers them with individual aircraft. A copy of the AIR for each block or series is forwarded to NAVAIR for approval prior to delivery to the Navy. The proposed AIR includes the CFE/GFE MESM-related items that will be provided following the delivery of aircraft. NAVAIR is responsible for determining the accuracy and adequacy of the AIR. Also, NAVAIR is responsible for ensuring the AIR have complete item identification and part numbers covered by the contract. The cognizant Army, Navy, Air Force plant representative or Defense

Contract Administrative Services Representative (DCASR) is responsible for providing NAVAIR with the proposed AIR. Also, they are responsible for providing NAVAIR a copy of the AIR actually delivered for each aircraft block or series.

## **Use and Maintenance of Air**

The following paragraphs describe the responsibilities of activities in the use and maintenance of AIR.

**NAVAIR.**— NAVAIR is the sole authority for changes and revisions of AIR. Forward recommendations for changes and revisions, with justifications, via the chain of command. NAVAIR also provide assistance, as required, to resolve supply support problems that cause long-term AIR shortages.

**ACC/TYCOM.**— The ACC/TYCOM provides assistance required for developing and maintaining standard AIR, within T/M/S aircraft, of their organization.

**CFA.**— The cognizant field activity (CFA) is responsible for assisting in the maintenance of standard AIR within T/M/S aircraft. CFA also provides NAVAIR with recommended changes to T/M/S MAIR based on applicable technical directives or changes.

**LOST OR DESTROYED AIR.**— In the event an AIR becomes lost or destroyed, the reporting custodian reconstructs the AIR. The reporting custodian can use a copy of the MAIR provided by NAVAIR and a physical inventory.

**ADDITIONAL COPIES OF FORMS.**— When the AIR is completely used, additional copies of the specific forms may be obtained from the proper supply point. Insert the additional forms in the record after listing the items as shown in the originals. The inventories recorded on the new forms are numbered in sequence, starting with the first subsequent transfer. When the second subsequent transfer has been recorded on the new forms, you may destroy the superseded forms.

## **Aircraft Transfer and Acceptance**

Immediately upon receipt of notification of transfer, the activity must perform the aircraft inventory. The inventory should include all equipment specifically assigned to the aircraft. This includes AIR, MESM, and items that will be shipped separately on DD Form 1149. The transferring activity forwards the “loose equipments” and DD Form 1149 to supply for shipment.

After obtaining proof of receipt from supply, the transferring activity attaches a copy of DD Form 1149 to the AIR. The transferring activity retains one receipt copy of DD Form 1149 as their record.

When a ferry pilot is required to effect an aircraft transfer, it requires two inventories. One inventory by the transferring activity prior to the ferry pilot and another by the accepting activity. The ferry pilot does not participate in the inventory of aircraft. However, the ferry pilot accepts custody of pilferable and classified equipment from the transferring activity. The ferry pilot transfers the custody of these items to the accepting activity. AIR items not transported on the aircraft are shipped separately. These items must be marked "AIR Equipment for Aircraft BUNO." Note this shipment in column E of AIR Equipment List opposite each affected equipment.

AIR items not required for mission accomplishment may be removed from the aircraft and lined out of the applicable AIR Equipment List. Before doing this, the activity must have approval from the applicable ACC/TYCOM and NAVAIR. When approved, the activity can process the items for turn-in to supply. The activity enters the name of the removing organization and turn-in control number in column E of OPNAV 4790/111. In addition, the organization records the appropriate entry in OPNAV 4790/112. In this situation, NAVAIR continues to maintain required quantity of items on MAIR. NAVAIR does this because the same type of aircraft in other commands requires continued usage of the equipment.

**TRANSFER ON SITE.**— When transferring aircraft on site, the transferring and accepting activity jointly inventory the aircraft. The inventory team records the quantity of each item on the aircraft at the time of transfer. The team uses the AIR Equipment List (OPNAV 4790/111) to record these items. Also, the team completes the AIR Shortages (OPNAV 4790/112) to identify shortages of AIR and MESM items that are not available for transfer. A Certification and Record of Transfer (OPNAV 4790/104) must be completed at the time of transfer.

**DELIVERY TO DEPOT OR CONTRACTOR.**— An aircraft maybe delivered to a depot or contractor facility and scheduled for return to the originating organization. In this case, the originating organization retains those items not required for rework, testing, or special projects. The originating activity should note those removed items on the OPNAV 4790/112. This will relieve the accepting depot or

contractor of accountability requirements. The OPNAV 4790/104 must be certified during the transfer action.

**TRANSFER VIA DEPOT OR CONTRACTOR.**— When transferring aircraft via depot or contractor, the transferring activity ships only the minimum of essential AIR items. The transferring activity notes shortages on OPNAV 4790/112. The remaining equipment must be shipped to the receiving activity 30 days prior to the scheduled depot or contractor completion date. The OPNAV 4790/104 must be certified during this transfer action.

### Shortages

Prior to transfer, list all missing AIR and MESM-related items on OPNAV 4790/112. The transferring activity retains the original copy of OPNAV 4790/112 as a permanent record of transfer. A second copy remains in the AIR and is delivered to the accepting activity. Forward a third copy to the ACC/TYCOM of the transferring activity. In the case of transfer between ACC/TYCOM, forward the third copy of the form to the ACC/TYCOM of the accepting activity. A fourth copy will be forwarded to one of the appropriate commands listed in the following texts,

- Commander, Fleet Air (COMFAIR)
- Commanding General, Marine Aircraft Wing (CGMAW)
- Functional Wing
- Commanding General, Marine Brigade (CGMARBDE)

To relate AIR shortages to any specific inventory or transactions, enter the following information on OPNAV 4790/112.

- Name of transferring/receiving activity
- Equipment check/certification number
- Date
- Signature of inventorying activity's CO or representative authorized to sign by direction

You must make every effort to find the items revealed as missing during inventory. However, transfer of aircraft will not be delayed pending replacement of the items. In this case, the transferring activity makes entries to OPNAV 4790/112. If a missing item was removed for repair, enter a notation in column D of OPNAV 4790/112. Take the necessary steps to ensure the items are forwarded and marked for the proper

BUNO when received. In some cases, an outstanding requisition may exist for a replacement item. In this case, include a statement that the item will be forwarded upon receipt in column D of OPNAV 4790/112. When the inventory control point has the requisition back ordered, the transferring activity cancels the requisition. The transferring activity will advise the accepting activity. Also, the transferring activity furnishes information and justification on OPNAV 4790/112 for use in ordering replacement items.

The accepting activity may discover shortages, not recorded in the AIR, during acceptance inventory. The receiving organization is responsible for itemizing shortages and submitting a list of such shortages. The receiving organization must submit the list to the transferring organization within 10 working days after receipt of the aircraft. Within 15 days after receipt of shortage information, the transferring organization is responsible for the following:

- Furnish proof of turn-in document.
- Furnish shipping data indicating shortages are enroute.
- Provide other legitimate means of accounting for listed items or property. If unable to locate missing items, the transferring activity must send an explanatory statement to the receiving activity. The statement must be signed personally by the transferring activity's CO indicating the authority for shortages; for example, a completed DD Form 200.

Air shortages that persist for 90 days before transfer, without proper authority in column D or column E of OPNAV 4790/112, will be forwarded to NAVAIR for resolution.

## **TOOL CONTROL PROGRAM**

This program provides a means to rapidly account for all tools, thus reducing potential foreign object damage (FOD). Also, it reduces tool losses that result in reduced tool replacement cost.

### **Responsibility**

The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) is responsible for the development of the Tool Control Plan (TCPL). NAVAIR coordinates with the cognizant wing in developing TCPL for new type/model aircraft introduced to the fleet. NAVAIR does this through the Naval Air

Engineering Center (NAVAIRENGCEN). Other responsibilities of NAVAIR include the following:

- Submission of proposed TCPL and change recommendations to ACC for approval.
- Approval and issue of TCPL and changes to TCPL.
- Publishing list of approved TCPL via NAVAIRNOTE.

The material control officer (MCO) is responsible for coordinating the Tool Control Program (TCP). The MCO also ensures that tools are ordered and issued in a controlled manner consistent with the approved Tool Control Plan (TCPL).

### **Tool Control Plan**

The TCPL contains information that includes material requirements, tool inventories, and detailed instructions. Compliance with an approved TCPL is mandatory for O-level maintenance activities. Request for deviation, although not encouraged, is submitted to the cognizant wing for approval. If applicable, submit the request to the cognizant ACC/TYCOM designated wing serving as the TCPL model manager for specific T/M/S aircraft.

In the event a TCPL does not exist for specific type/model aircraft, the reporting custodian develops the TCPL. The reporting custodian can use other published TCPL as guidance for developing a TCPL. The reporting custodian submits the developed TCPL to the cognizant wing for approval via the chain of command.

## **AIRCRAFT MAINTENANCE MATERIAL READINESS LIST PROGRAM (AMMRL)**

The AMMRL is an overall program that provides the data required for effective management of support equipments (SE). The AMMRL program is involved with over 27,000 end items of aircraft maintenance SE. These are items in the Individual Material Readiness List (IMRL). Also, the program is involved with over 10,000 items of operational test program set (OTPS) elements. These OTPS elements are the tailored outfitting list (TOL) items. NAVAIRINST 13650.1 (series) defines the procedures for allowance and inventory control for IMRL items. The objective of this program is to document technical and cataloging data and in-use information about the IMRL and TOL items.

Refer to OPNAVINST 4790.2 (series) for more information about the AMMRL program.

### **Custody Codes**

This is a single alpha character code that provides supplemental accountability details about an SE transaction. Also, it shows the effects of transactions on supply and financial records. The codes identify a specific category of SE items placed in the custody of an intermediate maintenance activity (IMA). IMA issues the items to other activities on a subcustody basis. The following paragraphs describes the custody codes.

Code D is assigned to items listed only in a detachment list code, requiring management, and having custody code of P or E. Code D will take precedence in IMRL printing. The issuing of allowances for items coded D is done in the same manner as the P-coded item. For example, code D would apply to items required on air capable ships by deployable detachments.

Code E is for items used infrequently (less than once per month). It means the item is available from the supporting IMA as required. The IMA makes the item available to activities. After use, the activities return the item to IMA.

Code M is for noncalibratable items requiring management that are not otherwise custody ceded. The quantity authorized for these items is the total quantity required for subcustody by each activity supported. An example of an M-coded item is a carrying case for a calibratable item when it is listed in the source data as a separate end item. There are two steps for assigning items in code M. First, the support equipment controlling authority (SECA) identifies the item. Second, NAVAIRENGCEN assigns code M to the item.

Code N is automatically assigned to items that do not require calibration or management, and, consequently, not otherwise coded. Code N is automatically entered if the maintenance level is intermediate (I).

Code P is for items weighing over 200 pounds (over 300 pounds for wheeled equipments). When authorized for a supporting IMA, the IMA or MALS contingency support package quantity is the total quantity required for subcustody to each O-level maintenance activity. The items are issued on a subcustody basis to squadrons for full-time utilization. The squadron returns the item to the IMA prior to deployment. While deployed, the new supporting IMA issues these items to embarked squadrons.

Code L is for all items requiring calibration and management. These are items designated for use at O-level maintenance and not already coded D, E, or P. The quantity authorized is the total quantity required for subcustody by each activity supported. The O-level activities retain the items when deployed.

### **Individual Material Readiness List**

The IMRL is a consolidated allowance list of authorized quantities of SE items. These are items required by an activity to perform its assigned maintenance level functions. The following paragraphs describe the terms used in IMRL.

*Support equipment* (SE) refers to IMRL and non-IMRL equipment required to make a system, subsystem, or end item equipment operational.

The *Primary Support Equipment Controlling Authority* (PSECA) is the term applied to COMNAVAIRSYSCOM. The COMNAVAIRSYSCOM functions as the centralized SE inventory management authority. PSECA is responsible for coordinating distribution of in-use assets among the SECAs. Also, PSECA is responsible for prioritization of SE procurement and distribution of new SE.

*SECA* is the term applied to major aviation commands that exercise administrative control of AMMRL Program SE end items. SECA performs the allowance and inventory control of these items. The following is a list of designated SECAs:

- Commander, Naval Air Force, Atlantic (COMNAVAIRLANT)
- Commander, Naval Air Force, Pacific (COMNAVAIRPAC)
- Chief of Naval Air Training (CNATRA)
- Commander, Naval Air Reserve Force (COMNAVAIRRESFOR)
- Naval Air Maintenance Training Group (NAMTRAGRU)
- Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)

**NOTE:** COMNAVAIRSYSCOM has designated Commanding Officer, Naval Aviation Maintenance Office (NAMO) to execute SECA functions for all NAVAIR field activities and depots. NAMO also has SECA functions for naval weapons stations with SE supplied by NAVAIR under the scope of the AMMRL program.

The Support Equipment Resources Management Information System is also known as SERMIS. It is a collection of technical and catalog data that identifies SE end items required for O-, I-, and D-level aircraft maintenance. SERMIS provides SECA with on-line visibility of source, allowance, inventory, and rework data.

The Local Asset Management System (LAMS) is a management information system. It uses existing computers to provide standardized SE asset control within the activity. LAMS provides standardized inventory control for naval aviation IMRL SE. It also allows real-time tracking of an activity's assets.

An IMRL is constructed for all Navy and Marine aviation maintenance activities by extracting applicable portions of the SERMIS. The on-hand quantity listed in the IMRL is based on reports of IMRL item transactions and physical inventories. The format and content of IMRL are in five sections, with a monthly cumulative supplement. These sections are employment data, change list, index, main body, and the activity's inventory record. Each monthly SERIS source data update produces the cumulative supplement. The supplement provides a cumulative list of changes to the IMRL of an activity. Only the items appearing on the list require review. All other items on the basic IMRL remain the same. Changes will remain in the cumulative supplement until the next IMRL printing. The next IMRL printing will include the changes listed in the supplement in the change list section. After IMRL printing, the cumulative supplement cycle starts again. In the first cumulative supplement after an IMRL printing, an asterisk will appear in the first column for each item listed. The asterisk for the second and subsequent listing differentiates the changes that occurred in the current month.

Upon receipt of the current cumulative supplement, check for new items listed. If new items are required but not on hand, do the following.

- Order items with even number cognizance symbols.
- Order, or include in the next budget, items with odd number cognizance symbols and non-NSN items.

Use existing instructions for submitting an IMRL revision request or requesting disposition instructions. Submit an IMRL revision for added items that were determined as not required to perform the mission. Also, submit an IMRL revision for deleted items that are required to perform the mission.

The maintenance department has an IMRL manager designated. The IMRL manager is responsible to the material control officer for the maintenance of the IMRL. The IMRL manager is responsible for the following:

- Submitting transaction reports of all reportable transactions to the SECA. These transactions are receipt of new items, transfer of items on hand, surveys, or changes in on-hand quantities. The reportable SE listed in the IMRL will be on hand, on order, or certified as not required for mission support by submission of a revision request.
- Conducting an annual physical inventory, and submitting inventory report to SECA via the chain of command.
- Ensuring that IMRL revisions requests are submitted for all required changes. The IMRL Revision Request, NAVAIR 13650/1, is available in the supply system.
- Submitting letter requests, via the chain of command, for disposition instructions of excess SE.
- Submitting DD Form 200 for survey.
- Maintaining custody records for on-hand assets.

All items listed in the IMRL with report code R are subject to transaction reporting. Report IMRL transactions at the time they occur. IMRL activities use the SE Transaction Report, OPNAV 4790/64, for reporting IMRL transactions. Refer to OPNAVINST 4790.2 (series) for information on how to complete OPNAV 4790/64.

## **SUPPLY RELATED PUBLICATIONS AND SURVEYS**

The AK working in material control must know the publications used in the supply system. OPNAVINST 4790.2 (series) and chapter 3 of this training manual will provide a list of these publications.

The term survey refers to the procedures required for lost, damaged, or destroyed Navy property, material, or equipment. The purpose of survey is to determine responsibility for lost, damaged, or destroyed property. The form used for this procedure is the Financial Liability Investigation of Property Loss (DD Form 200). NAVSUP P-485 and chapter 7 of this training manual provide procedures for completing DD Form 200. Refer to these references for additional information about survey.

